

RFF- 2020-11
REQUEST FOR FUNDING ANNOUNCEMENT
FOR
Disbursement of Substance Abuse Block Grant Funding

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration/*Division of Mental Health and Addiction (DMHA), Addiction and Forensic Treatment Team.*

This RFF is intended to publicize the availability of Grant opportunities for services described herein. Neither the issuance of this RFF nor the receipt of any responses thereto, shall create any obligation to the State of Indiana to make any award pursuant hereto. The award of any grant(s) as a result of this RFF shall be at the sole discretion of FSSA. Neither this RFF nor any response (“proposal”) submitted hereto are to be construed as a legal offer.

CONFIDENTIAL INFORMATION

Potential respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.*, and after the grant award may be viewed and/or copied by any member of the public, including news agencies and competitors. Potential respondents claiming a statutory exception to the Indiana Public Records Act must place all confidential documents in a sealed envelope clearly marked “Confidential” and must indicate on the outside of their proposal envelope that confidential materials are included and, in their cover letter, specify which statutory exception provision applies. The State reserves the right to make determinations of confidentiality. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the respondent upon request. The State will not determine price to be confidential information.

COMPENSATION

FSSA/*Division of Mental Health and Addiction* encourages respondents, in their responses to the RFF, to be as creative as possible regarding cost to the State, as cost efficiency for the State will be a consideration in determining whether a grant(s) will be awarded based on responses to the RFF.

TERMS

Selected applicants will receive a one (1) year grant, with funding available October 1, 2020 to September 30, 2021.

PROPOSALS

Respondents interested in providing these services to FSSA/*Division of Mental Health and Addiction* should submit electronic proposals to:

Kelly Welker, Assistant Deputy Director of Addiction

FSSA/Division of Mental Health and Addiction
Email Address: Kelly.Welker@fssa.IN.gov

The proposal must include:

1. Cover Letter with agency and contact persons information
2. Proposal narrative
3. Budget and budget justification
4. Identify Key Staff overseeing project
5. Most recent audit report for agency identified as fiscal agent for funds made in accordance with OMB circular A-133 if applicable.

Proposals must be received no later than **4:30 p.m. Eastern Time on September 2, 2020. Proposals received after 4:30 p.m. will not be considered.** Proposals must be delivered in electronic format, a **maximum of 10 pages** not including attachments, with all required documents. Please use the following language in the subject heading of the email:

RESPONSE TO RFF # 2020-11
Comprehensive Women's Services Program

No more than one proposal per respondent will be accepted. In the cover letter please indicate the principal contact for the proposal along with a telephone number and email address.

Any questions regarding this RFF must be submitted via email to Kelly Welker (Kelly.Welker@fssa.IN.gov) no later than **4:30 p.m. Eastern Standard Time on August 17, 2020. Questions received after 4:30 p.m. may not be considered. Please keep questions brief and of high priority.** Responses to all questions will be promptly prepared and emailed to group.

All inquiries are to be directed to Kelly Welker and are not to be directed to any other staff member of FSSA. Such action may disqualify respondent from further consideration for a grant as a result of this RFF.

SCOPE OF WORK

Indiana Division of Mental Health and Addiction (DMHA) is granting funds to certified DMHA addiction providers to support or develop a comprehensive women's services program that addresses the needs of the woman, her child(ren), and father/partner/significant other if appropriate.

The program should include at a minimum integrated, family-centered services that include screenings, assessments, intensive case management services, evidence-based therapies, and wrap-around services for the mother, her child(ren), and father/partner/significant other to support family preservation. Services need to address physical, emotional, mental health and substance use disorder needs for the family. Services need to be tailored to meet the individual needs of the family to aid in self-sufficiency. The program can include residential services, services in lieu of residential or services after residential treatment.

TIME FRAME:

August 11, 2020	RFF sent to potential applicants
August 17, 2020	RFF questions due
September 2, 2020	RFF proposals due back
September 21, 2020	Notify Grantees of Awarded Funds
October 1, 2020	Grant effective date

Funding:

The maximum award for this funding opportunity is **\$450,000**. *DMHA reserves the right to divide the total amount (\$450,000) amongst the number of respondents based on needs. All funds must be used towards the goals identified in the proposal as no funds are available for administrative costs.* Grant awards for this program are subject to budgetary exigencies associated with the availability of Federal and State funding.

Eligible Respondents:

Any agency certified by DMHA to provide addiction services.

SELECTION PROCESS AND CRITERIA

Proposals will be reviewed and scored by a committee selected by the *Division of Mental Health and Addiction* or designee. Proposals will be evaluated based upon the proven ability of the respondent to meet the goals of the Program in a cost-effective manner. Specific criteria are:

Evaluation Criteria

Each narrative will be evaluated on the following criteria:

1. **Narrative (40 points)**

The following standards will be considered when evaluating this criterion.

 - a. Detailed description of current program or planned program to include but not limited to intake process, average length of program, services offered, number of people able to be served
 - b. Referral process and area of state served
 - c. Explanation of need
 - d. Explanation and justification of development, improvement or enhancements.
 - e. Description of partnerships or agreements with community partners. Provide letter of support from partner agencies. Letters of support do not count towards the 10 page maximum.

2. **Project Timeline (30 points)**
 - a. Provide a chart or graph depicting a realistic timeline for the entire project period including dates, key activities and responsible person or partner (timeline should be part of narrative)
 - b. Provide job descriptions and/or positions that need to be hired

3. **Budget and Cost Effectiveness (30 points)**
 - a. Detailed budget must be included with proposal. Please note these are federal funds and there are unallowable costs associated with federal funds.
 - b. Budget and cost is reasonable to the objectives and adequate to support the goals of the project.

Proposals will be evaluated based upon the proven ability of the respondent to satisfy the requirements of the proposal in a cost-effective manner.